

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT ENGINEER

DEPARTMENT: ENGINEERING

BASIC FUNCTION:

Under general supervision, to perform responsible types of professional civil and traffic engineering office and field work in the design and construction of public works, the review and plan checking of construction projects and the analysis and design of utility and traffic system requirements; and to do related work as assigned.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Assist in conducting preliminary studies of engineering projects and help prepare plans for public improvements such as streets, storm drains, sewers, water works, and other public projects.

Assist in the review of plans, maps specifications, estimates and other work for accuracy, presentation and conformance with established engineering practices, City policies and ordinances.

May act as chief of a survey crew. Running transit and keeping notes.

Make calculations in surveying and other construction work.

Inspect a variety of public works construction projects performed by contractors for adherence to plans and specifications.

Test completed systems.

Make final recommendations to higher authority regarding the acceptability of construction work.

Prepare and review reports and records.

Perform office-engineering work such as making maps, drawings, tracings, profiles, tabulation field data, designing elementary engineering structures and preparing specifications, contracts, and other documents.

May conduct studies and analysis of engineering aspects of City planning activities.

QUALIFICATIONS:

Knowledge of:

Engineering mathematics, physics, drawing and instrument of the profession.

Principles and practices of engineering field and office practices. Use of drafting and surveying

Instruments and other engineering aids.

Ability to:

Communicate clearly and concisely, orally and in writing.

Read and interpret plans and specifications.

Understand and follow oral and written directions.

Establish and maintain cooperative relationships.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in civil engineering and one year of experience performing professional or paraprofessional civil engineering - civil related work.

General Employee

Salary Schedule

[General Employees Salary Ranges](#)

Benefits

[City of Carlsbad General Employee Benefits](#)